



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**DIVISION OF ACCOUNTABILITY AND ASSESSMENT**  
**PLANNING BRANCH**

January 7, 2009

**POSITION TITLE:** Staff Specialist III, Contract Manager

**POSITION NUMBERS:** 039567

**SALARY:** State Salary Grade 18  
Annual Salary Range: \$46,563-\$67,912

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a professional position serving as the Contract Manager reporting to the Chief of the Planning Branch and Assistant State Superintendent of the Division of Accountability and Assessment responsible for the development and implementation of procurement processes, monitoring of Division contracts and resolving procurement issues.

**DUTIES AND RESPONSIBILITIES:** Provides leadership and direction on a daily basis for the operational implementation of various Division contracts ranging from dollar amounts of \$500 to \$75 million; that encompass educational testing such as the Maryland School Assessment Program, annual reporting avenues such as The Maryland Report Card website and The Maryland School Improvement website, technical consulting testing companies, and psychometricians, serves as first point of contact for Division contracts initiated by management; monitors contract status throughout the contract life cycle; collaborates with project staff to identify, address, and resolve issues; develops and maintains well-coordinated and efficient data management systems using ACCESS and Financial Management Information Systems; serves as liaison with Division financial and procurement staff to coordinate timely award of new contracts, monitoring of payment status, billing schedules and to troubleshoot and resolve payment issues.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

**EXPERIENCE:** Three (3) years of administrative experience in contract management; procurement experience is strongly preferred.

**NOTES:** Two additional years of experience directly related to the position may be substituted for the required Master's Degree or 36 credit hours of post-baccalaureate course work from an accredited college or university.

**ESSENTIAL REQUIREMENTS:** Knowledge of contract and project management; knowledge of contract bid, budget and procurement processes, skill in the use of project management and financial software, (inclusive of FMIS, ACCESS and Excel), skill providing relevant technical guidance to internal and external teams; skill maintaining effective working relationships; skill in managing multiple timelines and deadlines; ability to analyze complex program issues and to recommend appropriate solutions; ability to communicate clearly and effectively both orally and in writing.

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***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**PROCEDURE FOR  
APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position # 039567. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs). All applications should be received by January 31, 2009. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Open Until Filled